

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5260A Rev. (10-07)		<h1 style="text-align: center;">PRIVACY INCIDENT REPORT</h1>	
1. Unit/Command			
2. POC (Name Title/Grade)		3. POC Telephone	
4. POC Email Address		5. Date of Incident	
6. Number of individuals impacted: _____ actual/estimate (circle one) Provide percentage of each of the groups below impacted: Active duty: _____ Civilian: _____ Reserve: _____ Contractor: _____ Other: _____ (explain)			
7. CGIS Agent (if applicable)	Telephone number	Email Address	
8. CG Attorney	Telephone number	Email Address	
9. Provide a brief description of the incident, including the circumstances, information lost or compromised, and if the Personally Identifiable Information (PII) was encrypted or password protected. (DO NOT DISCLOSE ANY PII IN THIS REPORT)			
10. Is the incident suspected or confirmed?			
11. Explain how the information was compromised or potentially compromised.			
12. State the media involved (e.g., paper records, flash drive, mobile device, Intranet, Internet, mail system, email, etc.) and identify to whom information was disclosed (e.g., whether it was disclosed internally (within CG) or externally).			
13. Explain remediation measures taken to reduce risk of harm.			
14. Describe any additional steps to mitigate future situations.			